

ASHLAND FEDERAL CORRECTIONAL INSTITUTION

The Federal Correctional Institution of Ashland, Kentucky, is located five miles southwest of Ashland in Summit, Kentucky. The institution houses approximately 1200 men in functional units that range from a dormitory type building to the regular cellblock type. Inmates are assigned to their units according to existing policy.

Ashland is a low security institution designed for adult males with sentence limitations. It also serves as the phasing down process of inmates who are nearing the end of their sentence in one of the regional penitentiaries. The primary service is Kentucky, Tennessee, West Virginia, Western Pennsylvania (Pittsburgh area), Southern Ohio, and Southern Indiana.

The mission of the Federal Correctional Institution, Ashland, Kentucky is to provide self-improvement opportunities to inmates through different programs within the institution and follow-up services through community programs.

INTRODUCTION

The purpose of this booklet is to give you some general information about the Federal Correctional Institution, Ashland, Kentucky. It contains material to help you in making your adjustment to this institution.

There are some rules and regulations which you will need to know. These rules and regulations are for your benefit as well as for the benefit of others. Your cooperation is needed in order to make a smooth adjustment for the benefit of all.

There are many different programs in which you may enroll as well as many different work details to which you may be assigned. Each program and work detail offers a learning experience that will help you to use your time to better yourself.

As you read this booklet, you may find it helpful in answering some of your questions.

ORIENTATION

You will go through an Admissions and Orientation Program that will generally last one week. During this time, you will receive a medical examination, psychological and educational testing, and lectures from various department staff members. You will also have the opportunity to speak to staff members.

Since most of your Admissions and Orientation will be provided by the A/O Unit Staff, you should ask them to answer your questions about any of the programs or facilities at Ashland.

The A/O Program is set up to let you learn something about the institution and to let the institution learn something about you. You will be provided with a schedule of your A&O activities. If you are in doubt about the schedule, contact any of your Unit Staff.

THE UNIT TEAM

Your Unit Team consists of the following people: a Unit Manager, Case Manager, Counselor(s), Secretary, Education Representative, Psychologist, and Correctional Officer. Should you have any questions, feel free to ask any of them. If they are unable to answer your questions, they will either find out the information for you or direct you to the appropriate source.

Your Unit Team will assist you in programming at this institution, preparing your case for the parole board (for those not sentenced under the Comprehensive Crime Control Act), and also in developing release plans. Your needs will be discussed at your Initial Classification and subsequent Program Reviews.

RECORDS OFFICE

At FCI, Ashland, inmates are committed under several basic sentence structures: Regular Adult (old law), Sentencing Reform Act (SRA), Prison Litigation Reform Act (PLRA), Violent Crime Control and Law Enforcement Act (VCCLEA) and the Comprehensive Crime Control Act (CCCA). For inmates designated to Ashland after 04-26-06, the Designations and Sentence Computation Center (DSCC) in Grand Prairie, Texas, has responsibility for the computation of your sentence. When you

receive a copy of your sentence computation from your Unit Team, please review the computation. If you have a question regarding your computation, i.e., the date your sentence began or any jail credit issues, you may report to the Records Office during Open House hours, Wednesday or Friday from 10:45 to 11:45 a.m., excluding federal holidays.

DETAINERS

When a detainer is placed against you, you will be notified. The institution staff will not act as an attorney for detainees.

If you need information about any detainees, speak to a member of your Unit Team.

PAROLE

In most cases you will not be eligible for parole. However, if you are eligible, your Case Manager will discuss the parole board guidelines with you at your Initial interview.

TRANSFERS

Transfers to other institutions may be authorized for various reasons. If you believe that you have a reason for transfer, you should present the matter to your Unit Team.

FURLOUGHS AND ESCORTED TRIPS

The possibility of participating in a furlough, provided you are eligible, is a matter you should discuss with your Unit Team.

If you are not eligible for a furlough, and an emergency develops in your immediate family (serious illness or death), you may participate in an escorted trip.

WORK ASSIGNMENTS

You will be assigned to a work assignment based upon your skills and on the needs of the institution. Permanent work assignments are made by your assigned Unit Team.

Many of the work assignments offer excellent opportunities for learning useful skills and special trades such as Plumbing, Painting, Masonry, and Electrical work. The Food Service Department offers training in Cooking, Baking, and other related Food Service jobs. If you have a skill and wish to continue it, you are encouraged to do so. However, if you are unskilled, there are many jobs which offer good opportunities to learn.

You may later desire to change work assignments. You are expected to work on a job for 90 days before a new job is assigned. To effect a job change, you must initiate an Inmate Request to Staff Member (cop-out) with the comments of your present Work Supervisor and the Supervisor for whom you wish to work. Your request will then be given serious consideration by your Unit Classification Team.

GOOD CONDUCT TIME

If you were sentenced under the Comprehensive Crime Control Act (CCCA), all sentences imposed after November 1, 1987, the maximum amount of time you may earn is 54 days of Good Conduct Time for each year served. You do not earn any other type of good time. All sentences imposed under the CCCA are non-parolable.

MERITORIOUS GOOD TIME

If you were sentenced under old law guidelines

for an offense that occurred prior to November 1, 1987, you may be eligible for Meritorious Good Time. This is an amount awarded monthly based on good attitude, proper conduct, and exemplary work performance.

You may not earn Industry Good Time (IGT) and MGT simultaneously. You are eligible to earn MGT after one month on your work assignment. When you receive your initial MGT award, the grant can be made retroactive up to 90 days provided you have not changed work assignments. Special meritorious award or award of MGT may not be awarded if all eligible MGT days have been granted.

Meritorious Good Time is awarded as follows:

- Three (3) days per month for the first twelve (12) months;
- Five (5) days per month thereafter.

SPECIAL MERITORIOUS AWARDS

Special awards for outstanding performance are given for actions or duties beyond the limits of what you would be expected to do on your job assignment. They may also be granted for suggestions which result in savings or increased efficiency. These awards are quite difficult to receive and can be a one time monetary grant, a grant of extra good days (if eligible), or a combination of both.

PERFORMANCE PAY

Ashland offers each inmate the opportunity to earn money while performing regular assigned duties. This is known as Performance Pay. The pay scale is determined by the difficulty and value of the work assignment.

All work details are assigned grade ratings with grade one (1) being highly skilled work and grade four (4) being unskilled work. Additionally, some positions are entry level and receive maintenance pay. Check with your Unit Staff for current pay scales.

SUBSTANCE ABUSE PROGRAM

FCI Ashland offers nonresidential drug programming to inmates. This consists of a 40-hour Drug Education class as well as groups on Relapse Prevention, Breaking Barriers, Values, NA, AA, and Criminal Thinking.

Inmates who are required to participate in drug treatment during their incarceration must, at a minimum, complete the 40-hour Drug Education Class. Inmates who are interested and motivated for additional treatment may participate in one or more of the other groups with the approval of the Drug Treatment Specialist and/or the Drug Abuse Program Coordinator. For more details about drug services, please schedule an appointment with Drug Treatment staff.

RESIDENTIAL RE-ENTRY CENTERS (RRC)

It is the Federal Prison System's policy to place most inmates in a Residential Re-Entry Center (Halfway House) to assist them in release

planning. When approximately 17-19 months from release, you should discuss this possibility with your Unit Team. Inmates confined in the Federal Prison System are eligible for a maximum of 12 months pre-release RRC placement; however, inmates' pre-release RRC needs can usually be accommodated by a placement of six months or less.

VISITING

Visits are permitted Thursday thru Monday and all Federal Holidays from 8:00 a.m. to 3:15 p.m. Each inmate receives 10 points per month. Weekday visits count as one point (1) and weekend and holiday visits count for three (3) points. There cannot be more than four visitors with you at one time. If you are called for a visit during the weekday, you must first report to your Unit Officer. You must have your Commissary Card with you when visiting. Immediate members of an inmate's family are usually routinely approved as visitors. The immediate family is considered to be: Mother, Father, Step-Parents, Foster Parents, Brothers, Sisters, Wife, and Children. **(Each inmate must get Unit Team approval for all visitors)**. Any person wanting to visit must be approved in advance. **All** persons under the age of 18 must have a completed Visiting Form (BP-s629.052) signed by **their** Legal Guardian.

Our visiting area is small and may occasionally be necessary to limit visits to prevent overcrowding conditions. When these conditions exist, visits will be stopped in the following order:

- Those who have visited the most often.
- The distance a visitor had to travel for their visit.
- Those who have visited for the longest periods of time.

Visiting may also be canceled due to institutional emergencies or improper conduct by the inmate or his visitor. For more information concerning visiting, please refer to the back of this book.

Special Visits. Special visits may be approved on a one-time basis. The authority to approve a special visit is delegated to the Unit Manager, the acting Unit Manager, or the Institution Duty Officer. Generally, special visiting privileges must be requested at least three days in advance of the proposed visit. Unit Team staff will be responsible for the supervision of these visits. Each approved special visitor will complete a Visitor Information (BP-629), which will be reviewed by staff **prior** to allowing entry into the Visiting Room. If questions arise during review of the responses to the questionnaire, the Shift Lieutenant will be contacted to make a determination to allow/disallow entry.

TELEPHONE CALLS

A telephone for long distance, collect, or direct calls is located in your housing unit. You are encouraged to maintain contact with family and friends. The phone is available from early morning wake-up until lights out in the evening, seven days a week. All telephones in this institution are subject to **monitoring**. You may receive assistance from your Unit Team for attorney and/or emergency calls. You are prohibited from making third party or 800/900 calls.

GENERAL MAIL

If you choose to receive all general mail addressed to you, then the staff at this institution has the authority to **open** and inspect any of this mail before it is delivered.

If you do not wish to have general mail opened and inspected, the institution will return the mail to the Post Office.

It is your responsibility to choose whether you do or do not want general mail delivered to you. A special form is used for you to indicate your choice.

SPECIAL MAIL

Outgoing Special Mail includes mail to the President or Vice President of the United States, members of the United States Congress, Embassies and Consulates, the United States Department of Justice (including the Bureau of Prisons), the Federal Law Enforcement Officers, State Attorney General, Prosecuting Attorneys, Governors, United States Courts, State Courts and representatives of the news media.

Incoming Special Mail from the President, Vice President, members of the U.S. Congress, Senate, and Chambers of the Judge require no special mail markings. However, Special Mail received from a private attorney must meet two criteria: first, the sender must be identified as an attorney and secondly, the mail must be marked on the outside by the person who mailed it to you with a notice----"**SPECIAL**

MAIL----OPEN ONLY IN THE PRESENCE OF INMATE". Special mail received from embassies and consulates, U.S. Department of Justice, Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. and State Courts must have the "Special Mail" logo highlighted above. Special mail will be opened in your presence by a staff member, normally the Mail Room Officer, and inspected for contraband.

POSTAGE

You may purchase postage stamps in the Commissary. You are not permitted to have in your possession more than 60 postage stamps. An inmate with no funds may obtain additional stamps from his Unit Team for legal purposes only.

INCOMING PUBLICATIONS

You may purchase newspapers or magazines from outside sources or other persons may order subscriptions for you. All publications will be inspected and reviewed before delivery to you. Magazines and paperback books may be sent to the institution from any source. Hard backed books and newspapers must be mailed directly from a publisher, book club, book store, or dot.com company like BarnesandNoble.com.

WRITING MANUSCRIPTS

You are permitted to prepare manuscripts for private use or publication without institutional approval.

The regulations concerning correspondence also apply to writing and mailing of

manuscripts.

You should check the current Policy Statement on Inmate Manuscripts, which is available in the Law Library.

CORRECTIONAL SERVICES

Correctional Services is responsible for the security of the institution. This department conducts counts and controls movement throughout the institution. Correctional Services Staff consists of the Chief Correctional Supervisor, a group of Correctional Supervisors, and the Correctional Officer Staff. The Correctional Staff will assist you with any questions concerning regulations and procedures in this institution.

OFFICIAL COUNTS

Official counts are made during the day, evening, and morning hours. The 4:00 p.m. Count requires all inmates to be **STANDING** by their beds and remain **STANDING** until the unit count has been cleared. There is also a 10:00 a.m. standing count on all weekends and holidays.

PASS SYSTEM

The standard pass system will not be in effect at FCI Ashland.

SCHEDULED MOVEMENT

During the day hours, scheduled movement will be utilized. Scheduled movement for regular work days will be at 7:30a.m. (Work Call), 9:00 a.m.; 10:00 a.m.; 12:00 p.m. (approximate), 1:00 p.m.; 2:00 p.m., 3:00 p.m. and 3:45 p.m. (Recall). The actual movement will be from five minutes before the scheduled movement time until five minutes after the scheduled movement time. The Control Center will announce the beginning and ending of movements. After periods of free movement, inmates will not be allowed to move from one point to another without authorization of the Control Center Officer, Special Pass or staff escort. Institution activities will coordinate with movements.

CONTRABAND

Anything that has not been issued or authorized by staff or sold through the Commissary is considered to be contraband.

BARBER SHOP

Haircuts are given on an appointment basis five days a week. An inmate must sign-up for an appointment between the hours of 6:00 a.m. and 7:30 a.m. Monday through Friday in the Clothing Room. The day you sign the list is for the next workday.

EXAMPLE: You sign the list on Friday morning, you are signing for Monday.

Each housing unit is scheduled to utilize the Barber Shop twice each month. A schedule will be posted in each unit.

The Clothing Room Officer will insure that your name will appear on the Call-Out Sheet for your appointment.

SHAKE-DOWN

Inmates are subject to a pat-search or strip-search at any time. Living areas will be randomly searched as a routine practice.

RADIO

You are permitted to buy a battery operated radio with head phones through the Commissary. Your radio will be listed on your personal property form and you are expected to take it with you when you are released. Also when playing your radio in your living quarters, you must use head phones. You are not permitted to allow another inmate to have possession of your radio or any other personal property.

CLOTHING ROOM

You will receive your clothes from the Clothing Room along with safety shoes, which are required on most work details.

TAILOR SHOP

The Tailor Shop does minor tailoring, altering and mending to institution issued clothing only. No tailoring will be performed on personal clothing articles.

COMMISSARY

We have a Commissary that sells a variety of items which you may purchase.

Shopping hours, along with prices and monthly quotas, are listed in your Unit.

Each living unit has a representative on the Institution Commissary Committee to make suggestions to.

If you have questions concerning your Commissary Account, do not disturb the Commissary Officer during the sales operation unless it actually pertains to your purchase at that time.

Commissary staff will be available at Food Service Main Line to answer any questions you may have.

YOU AND YOUR MONEY

Inmates can spend a monthly allowance (amount given during A/O Lecture) which does not include stamps, (stamps are sold in the commissary) and medication/health items (see commissary list concerning these items).

WITHDRAWING MONEY

You may occasionally have a reason to arrange for payment of money from your Commissary account. This may be to your dependents, to purchase educational materials, or for some other reason. To withdraw money from your account, you must complete a money withdrawal form with one of your Unit Staff members.

When you withdraw money from your account, it is sent via a United States Government Check to the person designated by you, from the Treasurer of the United States. It usually takes three (3) to four (4) weeks from the time your request is approved until the check arrives at its destination. If you live in a foreign country, it may take considerably longer for the check to arrive.

FOOD SERVICE

Our meals at FCI Ashland are well planned and of good quality. If you have a suggestion or would like to work in the Food Service Department, please speak to one of the staff members.

Special foods associated with religious beliefs should be confirmed and coordinated by one of the full-time Chaplains.

EXECUTIVE STAFF

The Warden at the Federal Correctional Institution, Ashland, Kentucky, is responsible for the total operation of the institution. The Warden is assisted in this responsibility by an Associate Warden, an Executive Assistant and a Superintendent of Industries.

The Associate Warden has direct supervision over the following:

- a) Unit Management
- b) Correctional Services
- c) Psychology Services
- d) Correctional Systems Management
- e) Computer Services
- f) Financial Management
- g) Mechanical Services
- h) Food Service
- i) Employee Services
- j) Health Services
- k) Safety

The Superintendent of Industries supervises:

- a) Industries
- b) Education

The Executive Assistant supervises:

- (a) Religious Services

All executive staff at the Federal Correctional Institution, Ashland, Kentucky take an active role in the overall functioning of the institution.

PSYCHOLOGY SERVICES

The Psychology Services Department provides numerous services for you at the Federal Correctional Institution, Ashland, Kentucky. You are encouraged to use these services as you need them. Some of these include evaluations, crisis intervention, personal development, and therapy.

Evaluations are done on each person as he enters the Federal Prison System for the first time. They are also performed frequently for custody reductions, Community Correction Center placement, and at the request of the Unit Team or for other special needs. Sometimes an emergency arises and causes personal difficulties. Psychology Services can provide professional help at these times. If an individual has personal problems and wants to work on them, or if he simply wants to improve himself, individual and group sessions are offered.

A staff psychologist works with the Unit Team and is easily available. An Inmate Request to Staff Member (Cop-Out) also can be written to Psychology Services and you will be placed on the call-out sheet for an appointment. If any emergency comes up, have a staff member call and you will be seen as soon as possible.

CHAPLAINS

There is a Chaplain and an Administrative Assistant at the Federal Correctional Institution, Ashland, Kentucky, to assist you in all religious matters. All faiths are represented in the Chapel and the schedule of activities is widely posted. Shortly after your arrival, the Chaplain will interview you to determine the best way he can assist you. You are encouraged to participate in religious programs of your own faith.

PROGRAM STATEMENTS

If you have any questions concerning policies of this institution, you may want to read specific Program Statements. Copies of Program Statements are located in the Law Library.

CALL OUTS

It is your responsibility to check the callout (appointments) sheet each day. If your name is on the callout, you are to report to the listed department at the time shown. When you are going on a callout, you must first notify your Detail Supervisor and you will then be permitted to leave your Unit/Work Detail on the next move. You will then have 10 minutes to report to the callout and 10 minutes to return from the callout.

SAFETY AND SANITATION

The Inmate Accident Compensation Procedures provide coverage for "on-the-job" injuries incurred by any inmate involved in the maintenance or operation of the institution or

in Federal Prison Industries. **An inmate that is injured must immediately report this injury to his supervisor and make sure the medical Department knows it is a work related injury. If you are off work for more than (3) days contact the Safety Manager.**

This institution has high sanitation standards and you have a responsibility to keep yourself and your Area as clean as possible. The disinfectant that is provided must be sprayed on a non-porous surface for ten (10) minutes before wiping it off. Know how to get out of the Housing Units in an emergency. As soon as you are assigned your unit, look for the emergency exits. Evacuation Plans are posted in every area. When you are assigned a job your supervisor will give you Initial Job Orientation and Hazard Communications Training for the specific tasks you are to perform while working. Wear all personal protective equipment that is required, to protect you against physical harm.

FINANCIAL RESPONSIBILITY PROGRAM

Many sentences have a financial obligation placed on the inmate. The responsibility to pay on this obligation (Felony Assessment, Committed/Non-Committed Fine, Restitution, or any other Federal/State Court Order obligation) begins at the time of incarceration. Failure to participate in the Program will have an adverse effect in relation to custody, transfer, RRC, RDAP, and parole. Meet with your Unit Team to set up a plan to meet this obligation.

HEALTH CARE

POLICY:

To effectively deliver medically necessary health care to inmates.

CLINIC HOURS and APPOINTMENT PROCEDURES:

Routine and Urgent medical care (commonly known as "SICK CALL") is provided routinely and as clinically necessary based upon the Primary Care Provider Team Model. All inmate care will be assigned to a Mid-Level Provider (Physician Assistant), based upon their inmate registration number. Routine ambulatory clinic patient appointments are scheduled Monday through Friday, excluding Holidays.

The procedure to obtain an appointment is to request a "Sick Call Request Form" from the Unit Officer. The inmate must complete this form and bring it to the Health Services Unit before 7:00 a.m. Monday - Friday and deposited in the box located on the wall outside the door of Health Services. All Request forms will be reviewed and appointments will be prioritized based upon the clinical need for care and the Health Services' Triage Guidelines.

If routine Clinic hours are disrupted due to an unforeseen event, medical complaints will be addressed via telephone.

As with any unusual or unforeseen medical problem that occurs, inmates will need to report their medical complaints to Unit Staff or their Work or Detail Supervisors who will in turn notify Health Services staff for a determination of care needed.

All clinical complaints will be addressed and

evaluated. However, if the complaint is not categorized as an emergency by the clinical provider or require immediate intervention, the inmate will be instructed to obtain an appointment for routine care by submitting a Sick Call Request Form.

If an inmate is evaluated and identified as needing specialty care, which falls within the Bureau of Prisons policy of providing medically mandatory or medically necessary care, this request will be reviewed by a Utilization Review Committee and make a recommendation to the Clinical Director. Her decision will be based upon the clinical need for such specialty evaluation based upon the requirements of policy.

INMATE CO-PAY

The inmate co-pay fee has been established at \$2.00 per visit. A co-pay fee is charged when an inmate initiates a health care visit, is found responsible for the injury of another inmate, when a medical evaluation is requested by non-clinical staff if the condition is not an emergency or any other non-emergent visit as outlined in P. S. 6031.02. Inmates will not be denied health care services due to indigent status.

CLINIC APPOINTMENTS AND CALL OUTS:

Call-outs posted in the Units must be checked on a daily basis. It is the inmate's responsibility to report to all scheduled appointments or call out in the Health Services Unit. Additionally, all inmates are expected to be on time and to bring all medications with them to all appointments.

All call outs (scheduled appointments through the SENTRY computer system) are posted in the Units and should be checked on a daily basis. Call outs are scheduled to coincide with the controlled movements. Appointments will

be scheduled on the hour. A missed call out or appointment may be reason for disciplinary action. If an inmate arrives late for an appointment it will be at the Provider's discretion whether or not the inmate can still be seen at the appointed time.

EYEGLASSES AND CONTACT LENSES:

In order to be evaluated for eyeglasses, all inmates must report to sick call for an evaluation by the MLP. If the visual problem meets the criteria for referral to the Eye Care Specialist, you will be scheduled.

Contact lenses are permissible for use instead of glasses only when ordered by an Ophthalmologist and approved by the Health Services staff and it is determined that your medical condition is best treated with contact lenses.

X-RAY/LABORATORY RESULTS:

To receive results from routine diagnostic tests, you need to send a cop-out to the provider who ordered the test.

If an inmate is scheduled for a Lab Call-out at 6:30 AM, present to Health Services **before** eating breakfast. The staff will make arrangements with the Food Service staff to ensure that breakfast will be available when the laboratory test collection is completed.

INTAKE SCREENING:

Upon arrival at FCI Ashland, you will be interviewed by a member of the Health Services staff. It is absolutely necessary to cooperate with them in supplying all requested medical data. If medications are taken daily or routinely, these will be continued until evaluated by a clinical provider.

All inmates will be given a medical screening upon their arrival, to include a TB Screening Examination. If a TB skin test is administered, the test site will need to be checked in two days. Failure to return for this Call-out in two days will mean a repeat of the test.

If any portion of the medical screening for communicable diseases is refused, the inmate may be subject to disciplinary action.

Those individuals who require long-term chronic care which cannot be provided at this facility, will be referred to one of the Federal Medical Centers.

PHYSICAL EXAMINATIONS:

A physical examination will be completed within 14 days of your arrival, if indicated. If an inmate transfers from another institution and a current physical examination is in the medical record, this will not be repeated. A medical duty status will be assigned and work clearance obtained at the time of the physical examination or medical record review.

Inmates can request an updated age-specific physical examination by sending a cop-out to the Health Services Unit and the inmate will be scheduled according to the Preventive Health Guidelines.

If an inmate is being released from the system and the discharge date is not within one year of the previous examination, a release physical can be requested. This should be requested at least two months prior to your anticipated release date.

MEDICAL DUTY STATUS

DETERMINATIONS: Most Medical Duty Statuses are deleted upon arrival from another institution. All Medical Duty Statuses

(Bottom Bunk, Special Medical Footwear, Athletic Restrictions, etc.) are assigned according to specific criteria set by the Clinical Director at FCI Ashland based upon BOP policy. All inmates will be evaluated based on these criteria. Work assignments are made by the Unit Team. A duty status given for convalescence or quarters must be immediately reported to the inmate's Work Supervisor and Unit Team member and a copy of the restriction provided to them.

EQUIPMENT LOANS:

If medical equipment is provided to an inmate for use as a result of illness or injury from the Health Services Department such as: crutches, canes, walkers, etc. this inmate will sign for it upon receipt. If this equipment is not returned, the inmate may be subject to disciplinary action and/or be required to pay for these items.

PHARMACY:

All prescriptions can normally be picked up from the Pharmacy immediately following your clinic appointment, unless you are instructed otherwise. Prescriptions are also available for pick-up from the outside Pharmacy window at the designated times noted on the sign posted by the Main Pharmacy and Satellite Pharmacy area.

Medication instructions will be provided with a new prescription. The Pharmacist will provide information regarding the medication and how it is to be taken. Further medication education counseling is available when requested via cop-out.

REFILLS: It is the inmate's responsibility to notify the Health Services personnel when a prescription requires renewal. Plan ahead for this. To obtain refills, leave the medication

bottle in the box outside the Pharmacy window prior to 7:00 a.m. at both the FCI and FPC or report to the Pharmacy during open movement if questions occur regarding medications or refills.

OVER - THE - COUNTER MEDICATIONS: Medication like: Motrin (Ibuprofen) Aspirin, Tylenol(Acetaminophen), Allergy Medication, Liquid Antacids, Acid Reflux Medications, Hemorrhoidal and Antifungal Cream (Athlete's Foot Cream, etc.) are available for purchase in the Commissary. Unless the medical provider determines that a prescription of these or some other over-the-counter medications is clinically indicated, the inmate will be expected to purchase them in the Commissary.

PILL LINES:

If restricted medications(those which cannot be taken back to your unit) or insulin injections are ordered, the Pharmacist will advise of the times and method of receiving these medications. The routine Pill Line times are posted outside of the Health Services Unit and above the satellite pharmacy window. Before any medication can be administered or dispensed, th inmate must provide a photo ID(Commissary card) for identification purpose and recite his name and register number.

GLUCOMETER: A glucometer will be provided for personal use or one will be available for blood sugar checks at the Morning and Evening Insulin Line for Insulin-dependent Diabetics.

DENTAL SERVICES:

Dental sick call sign-up is conducted in the same manner and time as the Medical sick call.

All inmates arriving at the institution will

receive a routine dental screening within 14 days of arrival. In order to receive routine dental care or cleaning, you must submit a cop-out to the Dental Clinic for each and you will be placed on the Waiting List.

If a "dental emergency" should develop, the inmate must inform his detail supervisor or unit officer and arrangements will be made for an evaluation.

INFECTIOUS DISEASES:

Remember, YOU are the single most important factor in protecting yourself from infection and handwashing is the single best way of preventing the spread of infections.

HIV There is an increased personal risk factor to contract this virus by behaviors which includes: IV drug use, tattooing, and homosexual behavior. You are discouraged from engaging in such activities which transfer blood and body fluids. All inmates who have engaged in any of these high risk behaviors are encouraged to have an HIV test performed. This can be requested and risk factors discussed during your physical examination or on routine sick call.

HEPATITIS The Hepatitis Virus is contracted in the same manner as HIV. Testing is not mandatory, but diagnosis is determined by a blood test. Testing is done when clinically indicated.

TUBERCULOSIS The Tuberculosis bacteria is transferred through the respiratory tract following prolonged exposure. All inmates are required to be screened, usually by a skin test, at least annually and according to the Bureau of Prisons policy. Since this is a matter of public health, you are subject to

disciplinary action, if refused. This disease is treated by antibiotic therapy. If you were to have a positive screening test, you will be evaluated and possibly offered a prophylactic treatment regimen of Isoniazid (INH) and Vitamin B 6. This program will be explained to you by the Clinical Providers and the Pharmacist.

METHICILLIN RESISTANT STAPH AUREUS (MRSA) The term Methicillin Resistant Staph Aureus refers to those strains of staph aureus bacteria that have acquired resistance to certain antibiotics. MRSA is spread through direct physical contact, not through the air. Healthy people have very little risk of becoming infected with MRSA . If you should have open sores or ulcers that do not heal, you should make sick-call to be tested. Although it is resistant to some antibiotics there are several treatments available.

SYPHILIS The syphilis bacteria is transmitted by sexual contact and is screened for on admission by a blood test for those with at risk behavior. It is treated by antibiotic therapy.

MEDICAL RECORDS REVIEW/ OR COPIES:

Any inmate wishing to review or have copies made of his medical record should submit a cop-out to the Health Services Medical Records Department. The inmate will be advised if there is any other action that must be taken prior to copies being made.

No information containing the HIV status of the inmate or information containing another inmate's name will be released. These documents can be obtained after the inmate is released from custody by written request from the Freedom of Information Act (FOIA) Office. This address is available from the Unit

Team.

REQUESTS TO SEE THE PHYSICIAN:

Any inmate wanting to see the physician must send a cop-out stating the specific reason for their request. The physician will make the determination as to whether he will be scheduled and when.

ADMINISTRATIVE REMEDIES:

This is a formal process by which an inmate can seek a solution to their problems or complaints. However, this is enacted after all other attempts to communicate an inmate's concerns with the affected staff have been exhausted. Communication with the medical staff is vital to understanding the treatment plan for injuries or disease processes. As has been related by the Health Services Administrator (or her designee) during the initial orientation lecture, this department provides health care on a NEED versus a WANT basis. All necessary clinical care will be provided.

ADVANCED DIRECTIVES AND LIVING WILLS:

This is legal document prepared by an individual in order for sensitive medical decisions about having extraordinary means of care and life support withheld or withdrawn in cases of a terminal condition or irreversible illness put into place prior to any such occurrence. Refer to the Institution Supplement for specific Kentucky Law and a sample document. However, as long as an inmate is housed in a general population institution, such as FCI Ashland, all means to sustain life will be used. Such a document will only become effective when an inmate enters the community hospital or a Federal Medical Referral Center.

**FCI ASHLAND
HEALTH SERVICES DEPARTMENT
PATIENT RIGHTS AND RESPONSIBILITIES**

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS	RESPONSIBILITIES
1. You have the right to health care services, based on the local procedures at FCI Ashland. Health services include medical sick call, dental sick call and all support services. If Inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies at FCI Ashland. You have the responsibility to follow recommended treatment plans that are established for you by health care staff. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider (s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.

RIGHTS	RESPONSIBILITIES
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**FCI ASHLAND
HEALTH SERVICES DEPARTMENT
DERECHOS Y RESPONSABILIDADES DEL PACIENTE**

Mientras en la custodia de la Agencia Federal de Prisiones usted tiene el derecho de recibir cuidados de Salud en la manera que reconoce sus derechos humanos básicos, y usted también acepta la responsabilidad de respetar los derechos humanos básicos de sus proveedores de cuidado de salud.

DERECHO	RESPONSABILIDAD
1. Usted tiene el derecho a recibir Servicios Médicos basados en los procedimientos locales de su institución. Servicios Médicos incluyendo citas médicas, dentales ("Sick Call") y todos los servicios de apoyo.	1. Usted tiene la responsabilidad para cumplir con las pólizas de salud de su institución. Usted tiene la responsabilidad para seguir el plan de tratamiento recomendado que ha sido establecido para usted por el personal médico de la institución, incluyendo el uso apropiado de medicaciones, dieta adecuada y seguir todas las instrucciones relacionadas con su salud que les sean proveídas.
2. Usted tiene el derecho de hacer un Testamento en vivo o proveer al departamento de prisiones con "Instrucciones Previas" en caso de que sea admitido como paciente a un Hospital de la comunidad o del Departamento de prisiones.	2. Usted tiene la responsabilidad de proveer al Departamento de prisiones con la información correcta para cumplir con este acuerdo.
3. Usted tiene el derecho de participar en promociones para la salud y programas de prevención contra las enfermedades, inclusive educación contra infecciones.	3. Usted tiene la responsabilidad de mantener su salud y de no perjudicarse a sí mismo o a otros participando en actividades que pudieran resultar en la contaminación o propagación de enfermedades infecciosas.
4. Usted tiene el derecho de saber el nombre y los credenciales profesionales de la persona que lo atiende.	4. Usted tiene la responsabilidad de respetar al personal Médico como profesionales y de seguir sus instrucciones para mantener y mejorar su salud.
5. Usted tiene el derecho de ser tratado con respeto, consideración y dignidad.	5. Usted tiene la responsabilidad de tratar al personal de la misma manera.
6. Usted tiene el derecho de ser informado sobre el diagnóstico, tratamiento y el pronóstico.	6. Usted tiene la responsabilidad de mantener esta información confidencial.
7. Usted tiene el derecho de ser examinado en privado.	7. Usted tiene la responsabilidad de cumplir con las medidas de seguridad.
8. Usted tiene el derecho de obtener copias de algunas secciones de su expediente Médico.	8. Usted tiene la responsabilidad de familiarizarse con la póliza para obtener su expediente Médico.
9. Usted tiene el derecho de hacer indagaciones sobre su tratamiento Médico a cualquier miembro del personal de la Institución, incluyendo a su Doctor, el Administrador de los Servicios Médicos, los Miembros del equipo de su Unidad ("Unit Team") y el Alcaide ("Warden").	9. Usted tiene la responsabilidad de dirigir sus indagaciones en la forma aceptada, ya sea, con la planilla de Solicitud para Miembros del Personal, Casa Abierta ("Open House"), o los procedimientos aceptados para someter las quejas de los confinados.
10. Usted tiene el derecho de recibir prescripciones Médicas y tratamientos en su debido tiempo y ser consistente con las recomendaciones prescrita por su personal Médico.	10. Usted tiene la responsabilidad de cumplir con los tratamientos prescritos y de seguir las instrucciones de su prescripción. Usted también tiene la responsabilidad de no ofrecer sus medicamentos u otros implementos prescritos a otra persona.
11. Usted tiene el derecho de recibir alimentos saludables y nutritivos, y de ser instruido sobre una dieta saludable.	11. Usted tiene la responsabilidad de comer saludablemente y de no abusar o desperdiciar las comidas o las bebidas.
12. Usted tiene la responsabilidad de notificar al personal Médico si usted desea un examen físico.	12. Usted tiene el derecho de solicitar un examen físico rutinario cada 2 años si usted es menor de 50 años de edad, y todos los años si es mayor de 50.
13. Usted tiene el derecho de recibir cuidado dental como lo define las normas del BOP, incluyendo cuidado preventivo, de emergencia y rutinario.	13. Usted tiene la responsabilidad de mantener su salud e higiene oral.
14. Usted tiene el derecho a residir en un ambiente seguro, limpio y saludable, incluyendo áreas libre del humo de cigarrillos.	14. Usted tiene la responsabilidad de mantener la limpieza y la seguridad en consideración de los demás. Usted tiene la responsabilidad de cumplir con las regulaciones para fumar.

DERECHO	RESPONSABILIDAD
15 Usted tiene el derecho de rehusar tratamiento médico de acuerdo a las pólizas del BOP. Si usted rehusa ciertos exámenes diagnósticos referentes a enfermedades infecciosas puede recibir sanciones disciplinarias.	15. Usted tiene la responsabilidad de ser aconsejado sobre las consecuencias negativas que pueden ocurrir si usted rehusa tratamiento médico. Usted también acepta la responsabilidad de firmar un documento en el cual rehusa el tratamiento

UNICOR (INDUSTRY)

Approximately 200 inmates and 21 staff employees manufacture office furniture for sale to United States Government agencies. UNICOR employment offers inmates opportunity to support themselves financially while incarcerated and acquire job skills.

The primary objective is to provide inmates with maximum opportunities to obtain realistic work experience and develop work skills, which will enable them to compete in the job market upon release. Inmates utilize industrial-type equipment such as saws, machines, boring machines, and computer programmed CNC machines.

In addition to Ashland's furniture factory products, there are three support sections: Quality Assurance, Business Office, and Warehouse. There are a number of job titles and opportunities, which provide a wide range of practical job skills that include: accounting, clerical positions, and quality control.

EDUCATION DEPARTMENT

Education programs are designed to assist you to improve in the basic skills necessary for you to return to society. These skills include academic, vocational, and recreational programs.

Any information concerning these programs that is not covered in this booklet may be obtained from the education representative assigned to your Unit Team.

An inmate confined after May 1, 1991 in a federal institution who does not have a verified high school diploma or GED is required to attend an Adult Literacy Program for a minimum of 240 hours or until a GED is achieved, whichever occurs first. GED classes are available in English as well as Spanish. WSL, English-as-a-Second Language, is recommended for nonnative English speakers.

In addition to the Literacy requirements, inmates may also be subject to the mandate of the Violent Crime Control Act or the Prison Litigation Reform Act. Satisfactory progress must be made toward the GED credential under the mandate of VCCLEA and PLRA. Failure to comply with the mandate may affect the awarding of Good Conduct Time (GCT). D.C. code offenders in Bureau custody who committed their offenses before August 5, 2000 and completed designated Education Programs successfully while in Bureau custody on or after August 5, 1997 are eligible to receive Educational Good Time Sentence credit.

You may enroll in the apprenticeship program. To enroll in this program, you must be a high school graduate or enrolled in the GED Program. You must also have at least one year remaining on your sentence. Your Detail

Supervisor may recommend you for the apprenticeship program after you have been on the job with him for 90 days.

Normally, only one or two inmates in the following programs will be selected as apprentices:

Electrician
Baker
Cook
Combination Welder

The following are the current Vocational Training Programs (VT) that we offer:

Auto Body
Welding

LAW LIBRARY RESOURCE LIBRARY

If you wish to use legal materials and books, they are available in the Law Library. The Law Library is open during school hours and during the evenings from:

4:30 p.m.-8:00 p.m. Monday thru Thursday
7:00 a.m.-3:30 p.m. Saturday

A wide variety of paperbacks, magazines, and resource books are available in the Resource Library. You will be able to obtain additional reading materials through the "inter-library loan" with the Boyd County Public Library.

RECREATION

Schedules of athletic and competitive activities are widely posted and are included in the monthly activities calendar.

Clothing regulations are posted for the

different recreational activities. Check with the Recreation Supervisor for further information about the recreation programs.

ADMINISTRATIVE REMEDY PROCEDURE

The Administrative Remedy Procedure is a formal method for inmates to seek solutions to their problems or complaints after efforts to informally resolve the problems have failed.

Before you seek a formal review of your complaint, you must try to resolve the complaint informally, either through your counselor, or any other staff member who is able to help you resolve the problem.

If you are unable to informally resolve the complaint, you may obtain the form BP-DIR-9 from your Unit Counselor to begin the formal procedure. There are some specific lengths of time to file complaints, and also a specified time for you to receive a written response to your complaint from the Warden of the institution.

If you are not satisfied with the answer you receive, you may appeal the answer to the Director of the Region in which you are confined via the form BP-DIR-10. If you are not satisfied with his answer, you may further appeal to the Office of General Counsel via the form BP-DIR-11. Forms for filing your appeals are available from your Unit Counselor.

Throughout each step of the Administrative Remedy Procedure, there are specific time requirements, both for the filing of the complaints and subsequent appeals, and also for the response back to you.

The purpose of the Administrative Remedy Procedure is to resolve your complaints at the lowest possible level, as quickly and fairly as

possible. It is our goal to make the system work for everyone's benefit.

Specific details are available in the Federal Prison System's Program Statement, "**ADMINISTRATIVE REMEDY PROCEDURES FOR INMATES**", which is available to you in the Law Library or your Unit.

FREEDOM OF INFORMATION-- PRIVACY ACTS

The Freedom of Information Act states that certain records will be available to the public. This means that you can read your Central File, except for certain exempted material. You may request to review exempted material by writing directly to the Director, Federal Bureau of Prisons.

The Privacy Act states that with certain exceptions, information will not be available to the public about you or your case. The word "public" includes parents, wives, and legal representatives. If the institution or you want to make information available, you will be asked to sign a release to allow the information to be given to someone else.

INMATE RIGHTS AND RESPONSIBILITIES

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
1. <i>You have the right to expect that as a human being you will be treated respectfully, impartially, and by personnel.</i>	1. <i>You have the responsibility to treat others, both employees and inmates, in the same manner.</i>
2. <i>You have the right to be informed of the rules, procedures and schedules concerning the operations of the institution.</i>	2. <i>You have the responsibility to know and abide them.</i>
3. <i>You have the right to be informed of religious affiliation, and voluntary religious worship.</i>	3. <i>You have the responsibility to recognize and respect the rights of others in this regard.</i>
4. <i>You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.</i>	4. <i>It is your responsibility not to wasted food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.</i>
5. <i>You have the right to visit and correspond with family members and friends, and correspond with members of news media in keeping with Bureau rules and institution guidelines.</i>	5. <i>It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau or institution guidelines through your correspondence.</i>
6. <i>You have the right to unrestricted and confidential access to the courts correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and cases, and conditions of your imprisonment).</i>	6. <i>You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.</i>
7. <i>You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</i>	7. <i>It is your responsibility to use the service on an Attorney honestly and fairly.</i>
8. <i>You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.</i>	8. <i>It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the use of the materials and assistance.</i>

9. <i>You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</i>	9. <i>It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</i>
10. <i>You have the right to participate in Education, Vocational Training and employment as far as resources are available, and keeping with your interest, needs, and abilities.</i>	10. <i>You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and are expected to abide by the regulations governing the use of such activities.</i>
11. <i>You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for bank and/or savings accounts, and for assisting family.</i>	11. <i>You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and opening restitution. You also have the responsibility to make use of your funds in a manner consistent with your family needs, and for other obligations that you may have.</i>

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY

The U.D.C. shall refer all greatest severity prohibited acts to the D.H.O. with recommendations as to an appropriate disposition.

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
100	Killing	A	Recommend Parole date recision or retardation
101	Assaulting any person (including Sexual Assault) or Armed Assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B	Forfeit earned Statutory Good time (up to 100%) and/or terminate or disallow Extra Good Time (an Extra Good Time Sanction may not be suspended)
102	Escape from escort; Escape from a secure institution (Security level 2 through 6 and administrative institutions; or Escape from a Security level 1 institution with violence.	B1	Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended)
103	Setting a Fire (charged With this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of greatest severity; (e.g., in furtherance of a riot or escape; otherwise the charge is properly classified code 218, or 329).	C	Disciplinary Transfer (Recommended).
		D	Disciplinary Segregation Up to 60 days.
		E	Make Monetary Restitution.
104	Possession, Manufacture, or Introduction of a Gun, Firearm, Weapon, Sharpened Instrument, Knife, Dangerous Chemical, Explosive or any Ammunition.	F	Withhold Statutory Good Time (Note - can be in addition to A through E - cannot be the only section executed.)
105	Rioting	G	Loss of privileges (Note - can be in addition to A - E cannot be the only sanction executed.)
106	Encouraging others to Riot		
107	Taking Hostages		

GREATEST CATEGORY (CONT'D)

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
108	Possession, Manufacture, or Introduction of a Hazardous Tool (tools most likely to be used in an Escape or Escape Attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security of personal safety; e.g., hacksaw blade).	A	Recommend Parole date recision or retardation
		B	Forfeit earned Statutory Good time (up to 100%) and/or terminate or disallow Extra Good Time (an Extra Good Time Sanction may not be suspended)
110	Refusing to Provide a Urine Sample or take part in other drug-abuse testing.	B1	Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended)
111	Introduction of any Narcotics, Marijuana, Drugs, or related Paraphernalia not prescribed for the individual by the medical staff.		
112	Use of any Narcotics, Marijuana, Drugs, or related Paraphernalia not prescribed for the individual by the medical staff.	C	Disciplinary Transfer (Recommended).
		D	Disciplinary Segregation Up to 60 days.
113	Possession of any Narcotics, Marijuana, Drugs, or related Paraphernalia not prescribed for the individual by the medical staff.	E	Make Monetary Restitution.
		F	Withhold Statutory Good Time (Note - can be in addition to A through E - cannot be the only section executed.)
197	Use of the telephone to further criminal activity.		
198	Interfering with a staff Member in the Performance of Duties. (<u>Conduct must be of the greatest severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	G	Loss of privileges (Note - can be in addition to A - E cannot be the only sanction executed.)
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the greatest severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.		

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
200	Escape from Unescorted Community Programs and Activities and Open Institutions (Security Level 1) and from Outside Security <u>Institutions without</u> violence.	A	Recommend Parole date Recision or retardation.
		B	Forfeit earned Statutory Good Time up to 50% or up to 60 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
201	Fighting with Another Person		
203	Threatening Another with Bodily Harm or any other offense.		
		B1	Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended)
204	Extortion, Blackmail, Protection: demanding or receiving money or anything of value in return for protection again others, to avoid bodily harm, or under threat of informing.	C	Disciplinary Transfer (recommend).
		D	Disciplinary Segregation (up to 30 Days).
205	Engaging in sexual Acts	E	Make Monetary Restitution.
206	Making Sexual Proposals or Threats to Another.	F	Withhold SGT.
207	Wearing a Disguise or a mask.	G	Loss of Privileges: commissary, movies, recreation, etc.
208	Possession of any Unauthorized Locking devise, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.	H	Change Housing (Quarters).
		I	Remove from program and/or Group Activity.
		J	Loss of Job.
		K	Impound inmate's personal property.
		L	Confiscate Contraband.
		M	Restrict to Quarters.

HIGH CATEGORY (CONT'D)

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
209	Adulteration of any Food or Drink.	A	Recommend Parole date Recision or retardation.
210	(Not to be used)		
211	Possessing any Officer's of Staff Clothing	B	Forfeit earned Statutory Good Time up to 50% or up to 60 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
212	Engaging in, Encouraging a Group Demonstration.		
213	Encouraging others to Refuse to Work , or to Participate in a Work Stoppage.	B1	Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended)
214	(Not to be used)		
215	Introduction of Alcohol into BOP Facility.	C	Disciplinary Transfer (recommend).
216	Giving or Offering an Official or staff Member a Bribe, or Anything of value.	D	Disciplinary Segregation (up to 30 Days).
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.	E	Make Monetary Restitution.
		F	Withhold SGT.
		G	Loss of Privileges: commissary, movies, recreation, etc.
		H	Change Housing (Quarters).
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devises (e.g., fire alarm) regardless of financial value.	I	Remove from program and/or Group Activity.
		J	Loss of Job.
		K	Impound inmate's personal property.
		L	Confiscate Contraband
		M	Restrict to Quarters

HIGH CATEGORY (CONT')

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
219	Stealing (Theft; this includes data obtained the unauthorized use of communication facility, or through the unauthorized access of disks, tapes, or computer printouts or other automated equipment on which data is stored.	A Recommend Parole date Recision or retardation.
220	Demonstrating, practicing, or using martial arts, boxing (Except for use of a punching bag), or other forms of physical encounter, or military exercises or drill. Wrestling or other forms of physical encounter, or military exercises on drill (except for drill authorized and conducted by staff)	B Forfeit earned Statutory Good Time up to 50% or up to 60 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
221	Being in a unauthorized area with a person of the opposite sex without Staff permission.	B1 Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended.)
222	Making, possessing, or using intoxicants.	C Disciplinary Transfer (recommend).
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol.	D Disciplinary Segregation (up to 30 Days).
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate.	E Make Monetary Restitution.
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephone calls, conference calling, talking in code).	F Withhold SGT.
298	Interfering with a Staff member in the performance of duties. (<u>Conduct must be of the high severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	G Loss of Privileges: commissary, movies, recreation, etc.
		H Change Housing (Quarters).
		I Remove from program and/or Group Activity.
		J Loss of Job.
		K Impound inmate's personal property.
		L Confiscate Contraband
		M Restrict to Quarters.

HIGH CATEGORY (CONT')

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the high severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.	A	Recommend Parole date Recision or retardation.
		B	Forfeit earned Statutory Good Time up to 50% or up to 60 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
		B1	Disallow ordinarily between 50% & 75% (27 - 41 days) of Good Conduct Time credit available for year (a Good Conduct Time sanction may not be suspended.)
		C	Disciplinary Transfer (recommend).
		D	Disciplinary Segregation (up to 30 Days).
		E	Make Monetary Restitution.
		F	Withhold SGT.
		G	Loss of Privileges: commissary, movies, recreation, etc.
		H	Change Housing (Quarters).
		I	Remove from program and/or Group Activity.
		J	Loss of Job.
		K	Impound inmate's personal property.
		L	Confiscate Contraband
		M	Restrict to Quarters.

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
300	Indecent exposure.	A	Recommend Parole date Recision or retardation.
301	(Not to be used).		
302	Misuse of authorized medication.	B	Forfeit earned Statutory Good Time up to 25% or up to 30 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.		
304	Loaning of property of anything of value for profit or increased return.	B1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good time sanction may not be suspended).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	C	Disciplinary Transfer (recommend).
306	Refusing to work or to accept a program assignment.	D	Disciplinary Segregation (up to 15 Days).
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, rioting, refusing to obey an order which furthers a fight would be charged as 201, fighting; refusing to provide a urine sample when ordered would be charged as code 110).	E	Make Monetary Restitution.
		F	Withhold SGT.
		G	Loss of Privileges: commissary, movies, recreation, etc.
		H	Change Housing (Quarters).
		G	Remove from program and/or Group Activity.
308	Violating a condition of a furlough.	H	Loss of Job.
309	Violating a condition of a community program.	K	Impound inmate's personal property.
		L	Confiscate contraband.
310	Unexcused absence from work or any assignment.	M	Restrict to quarters.
		N	Extra duty.

MODERATE CATEGORY (CONT'D)

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
311	Failure to perform work as instructed by the supervisor.	A	Recommend Parole date Recision or retardation.
312	Insolence toward a staff member.	B	Forfeit earned Statutory Good Time up to 25% or up to 30 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
313	Lying or providing a false statement to a staff member.		
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, code 102 or code 200).	B1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good time sanction may not be suspended).
		C	Disciplinary Transfer (recommend).
315	Participating in an unauthorized meeting or gathering.	D	Disciplinary Segregation (up to 15 Days).
		E	Make Monetary Restitution.
316	Being in an unauthorized area.	F	Withhold SGT.
317	Failure to follow safety or sanitation regulations.	G	Loss of Privileges: commissary, movies, recreation, etc.
318	Using any equipment or machinery which is not specifically authorized.	H	Change Housing (Quarters).
319	Using any equipment or machinery contrary to instructions or posted safety standards.	I	Remove from program and/or Group Activity.
		J	Loss of Job.
320	Failing to stand count.	K	Impound inmate's personal property.
321	Interfering with the taking of count.	L	Confiscate contraband.
324	Gambling	M	Restrict to quarters.
325	Preparing or conducting a gambling pool.	N	Extra duty.

MODERATE CATEGORY (CONT'D)

<u>CODE</u>	<u>PROHIBITED ACTS</u>		<u>SANCTIONS</u>
326	Possession of gambling paraphernalia.	A	Recommend Parole date Recision or retardation.
327	Unauthorized contacts with the public.	B	Forfeit earned Statutory Good Time up to 25% or up to 30 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).
328	Giving money or anything of value to or accepting money or anything of value from: another inmate or any other person without staff authorization.		
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.	B1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good time sanction may not be suspended).
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.	C	Disciplinary Transfer (recommend).
		D	Disciplinary Segregation (up to 15 Days).
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics.	E	Make Monetary Restitution.
		F	Withhold SGT.
		G	Loss of Privileges: commissary, movies, recreation, etc.
		H	Change Housing (Quarters).
		I	Remove from program and/or Group Activity.
332	Smoking where prohibited.		
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession, and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone call).	J	Loss of Job.
		K	Impound inmate's personal property.
		L	Confiscate contraband.
		M	Restrict to quarters.
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the moderate severity nature</u>). This charge of moderate severity is not applicable.	N	Extra duty.

MODERATE CATEGORY (CONT'D)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the bureau of prisons. <u>(Conduct must be of the moderate severity nature)</u> . This charged of moderate severity is not applicable.	<p>A Recommend Parole date Recision or retardation.</p> <p>B Forfeit earned Statutory Good Time up to 25% or up to 30 days, whichever is less, and /or terminate or disallow Extra Good Time (an extra Good Time sanction may not be suspended).</p> <p>B1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good time sanction may not be suspended).</p> <p>C Disciplinary Transfer (recommend).</p> <p>D Disciplinary Segregation (up to 15 Days).</p> <p>E Make Monetary Restitution.</p> <p>F Withhold SGT.</p> <p>G Loss of Privileges: commissary, movies, recreation, etc.</p> <p>H Change Housing (Quarters).</p> <p>I Remove from program and/or Group Activity.</p> <p>J Loss of Job.</p> <p>K Impound inmate's personal property.</p> <p>L Confiscate contraband.</p> <p>M Restrict to quarters.</p> <p>N Extra duty.</p>

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person.	B1 Disallow ordinarily up to 12.5% of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1-14) days) of GCT credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a GCT time sanction may not be suspended).
401	Possessing unauthorized amount of otherwise authorized clothing.	
402	Malingering, feigning, illness.	
404	Using abusive or obscene language.	
405	Tattooing or self-mutilation.	
407	Conduct with a visitor in violation of Bureau regulations (restriction or loss for a specific period of time, of these privileges may often be an appropriate sanction G).	E Make Monetary Restitution.
		F Withhold SGT.
408	Conducting a business.	G Loss of Privileges: commissary, movies, recreation, etc.
409	Unauthorized physical contact (e.g., kissing, embracing).	H Change Housing (Quarters).
410	Unauthorized use of mail (restriction or loss of specific period of time of this privilege may often be an appropriate sanction G) (may be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating committing an armed assault on the institution's secure perimeter would be charged as code 101, assault).	I Remove from program and/or Group Activity.
		J Loss of Job.
		K Impound inmate's personal property.
		L Confiscate contraband.
		M Restrict to quarters.
		N Extra duty.
		O Reprimand.
		P Warning.

LOW MODERATE CATEGORY (CONT'D)

CODE	PROHIBITED ACTS	SANCTIONS
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	B1 Disallow ordinarily up to 12.5% of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1-14) days) of GCT credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a GCT time sanction may not be suspended).
498	Interfering with a Staff member in the performance of duties. (<u>Conduct must be of the low moderate severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not applicable.	E Make Monetary Restitution.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the bureau of prisons. (<u>Conduct must be of the low moderate severity nature.</u>) This charge is to be used only when another charge of low moderate severity is not moderate severity is not applicable.	F Withhold SGT.
		G Loss of Privileges: commissary, movies, recreation, etc.
		H Change Housing (Quarters).
		I Remove from program and/or Group Activity.
		J Loss of Job.
		K Impound inmate's personal property.
		L Confiscate contraband.
		M Restrict to quarters.
		N Extra duty.
		O Reprimand.
		P Warning.

Sanction B1 may be imposed in the low moderate category only where the inmate has committed the same low moderate prohibited act more than one time a six-month period. Except for VCCLEA inmate rated as violent or PLRA inmate (Program Statement 5270.07).

Aiding another person to commit any of these, Attempting to commit any of these offenses, and making plans to commit any off these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself.

TABLE 4 - SANCTIONS

1. Sanction of the Discipline

Hearing Officer (upon finding the inmate committed the prohibited act):

A. Recommend parole date rescission or retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate

Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)]

See Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of Good Conduct

Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act,

within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

- (1) **Greatest Category Offenses.** A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed;
- (2) **High Category Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.
- (3) **Moderate Category Offenses.** A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.
- (4) **Low Moderate Category Offenses.** A minimum of 6 days (or, if less than 54 days are

available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within

a six-month period.]

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

[C. Recommend Disciplinary Transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live

testimony.]

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

[D. Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)]

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with

that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the Regional Office must approve the transfer. The inmate shall complete the remainder of any segregation period at the receiving institution.

[E. Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]

An inmate's commissary privileges may be suspended or limited until restitution is made. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

[F. Withholding Statutory Good Time.

The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)]

An application for restoration of good time must be forwarded from the inmate's unit team, through both the DHO and Captain for

comments, to the Warden or his or her delegated representative for final decision.

Part 542 refers to Program Statement on Administrative Remedy Procedure for Inmates. See Page 20 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

[2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)

G. Loss of Privileges:] Commissary, Movies, Recreation, etc. [The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been

ineffective.]

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior. Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

[H. Change Housing (Quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

[I. Remove from Program and/or Group Activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

[J. Loss of Job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

[K. Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

[L. Confiscate Contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.]

For procedures, see the Program Statement on Personal Property of Inmates.

[M. Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

[N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

[O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

[P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

TABLE 5
SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

Category	Prior Offense (Same Code) Withing Time Period	Frequency of Repeated Offense	Sanction Permitted
Low Moderate 400 Series	6 months	2d offense	Low Moderate Sanctions, plus: 1. Disciplinary Segregation, up to 7 days. 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (and EGT sanction may not be suspended).
		3d offense or more	Any sanctions available in Moderate (300) and Low Moderate (400) Series.
Moderate 300 Series	12 months	2d offense	Moderate sanctions (A,C,E-N), plus 1. Disciplinary segregation, up to 21 days 2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and /or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense, or more	Any sanctions available in Moderate (300) and High (200) Series
High 200 Series	18 months	2d offense	High Sanctions (A,C,E-M), plus 1. Disciplinary Segregation, up to 45 days. 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense or more	Any sanctions available in High (200) and Greatest (100) Series.

TABLE 6
SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR
RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

Severity of act	Sanctions	Max. Amt. Forf. Sgt1	Max. Amt. w/hd SGT	Elig. Restoration Forf. SGT	Elig. Restoration w/hd/SGT	Max. Dis Segl
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 30 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low/ Moderate	E-P	N/A		N/A (1st offense) 6 mos. (2nd or 3rd offense in same category within six months)	3 mos	N/A 1st offense 7 days (2nd offense) 15 days (3rd offense)

1 See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on Page 22 of this Chapter. Forfeited good conduct time will not be restored ("GT" in Table 6 represents both good conduct and statutory good time.)

[NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]

TABLE 6 (Cont'd)

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

[An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.]

DISALLOWANCE OF GOOD CONDUCT TIME

Sanctions B and F of the Prohibited Acts and Disciplinary Severity Scale, pertain to statutory good time and do not apply to inmates committed under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987 and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days per year of good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. Also, once disallowed it may not be restored (except for procedural error, corrected on immediate administrative review, or by appeal through the Administrative Remedy procedures). Disallowance of good conduct time is to be accomplished in accordance with the following procedures.

A. Only the DHO can take action to disallow good conduct time. A UDC may recommend a disallowance to the DHO, but a UDC may not independently disallow good conduct time.

B. In determining the amount of good conduct time to be disallowed, the DHO should assess the seriousness of the particular prohibited act. Code violations of the greatest severity ordinarily should have the greatest amount of lost good conduct time credit. However, even within the same severity level, the DHO is to assess the severity of the offense and impose lost good

conduct time credit based on an assessment of the particular violation. Consideration of the inmate's VCCLEA 1994 Offense Category should be taken into consideration when imposing sanctions. Those with a "VIOLENT" category offense should receive greater disallowance sanctions. See Table 4 Section B.1 for specific minimum disallowance guidelines.

(1) Except as indicated in paragraph (2) below, the DHO should effect the loss of good conduct time pursuant to the following table.

100 Code (Greatest Category)

Disallow ordinarily between 50 and 75% of good conduct time credit (27-41 days) available for year.

200 Code (High Category)

Disallow ordinarily between 25 and 50% of good conduct time credit (14-27 days) available for year.

300 Code (Moderate Category)

Disallow ordinarily up to 25% of good conduct time credit (1-14 days) available for year.

400 Code (Low Moderate Category)

May disallow only for repetitive acts. For a second violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 12.5% of the good conduct time credit (1-7 days) available for year; for a third violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 25% of the good conduct time credit (1-14 days) available for year.

(2) The DHO may impose a sanction greater than or less than the guidelines indicated in paragraph (1) of this section when the available information clearly indicates such action is warranted. The DHO is to indicate in the record of the hearing the specific reasons for varying from the established guidelines. Going above the guidelines is warranted for a greatly aggravated offense or for repeated violations of the same prohibited act that occurs within a relatively short time frame (e.g., within an 18-month period for the same greatest severity prohibited act, within a 12-month period for the same high severity prohibited act, and within a six-month period for the same moderate severity prohibited act). Going below the guidelines is also warranted for strong mitigating factors.

C. The decision of the DHO is final, and is subject only to procedural review by the Warden and by appeal through the Administrative Remedy procedures. The DHO is to ensure that the inmate is notified of the information contained in this paragraph C.

D. The DHO is to provide the Inmate Systems Manager (ISM) with documentation of each good conduct time disallowance (BP-448, Good Conduct time Action Notice).

(1) At the end of each year of an inmate's confinement, and within the 15-day window provided by the statute for a determination of an award of good conduct time, the ISM is to determine the number of days disallowed by the DHO and, when necessary, is to recalculate the inmate's sentence. This recalculation is

based on the total amount of time disallowed, as reported by DHO actions on offenses (prohibited acts) occurring during the year. The calculation should be made on DHO actions near the end of the year, even if they are under administrative review or appeal. The records will be corrected (disallowance reduced, for example) if ordered by the reviewing official. Until any such order, the action of the DHO is final and may be implemented in the inmate's sentence computation and all official records.

(2) CCMs will perform the above computation for inmates in contract facilities.

(3) Prior to making an award ISM staff should determine if there are unresolved (pending) incident reports that might result in a disallowance of GCT. If a pending report exists, the award decision should be deferred until resolution of that report.

(4) If subsequent to an award, staff become aware of misconduct that occurred during the evaluation period, the awarded GCT will be available for disallowance following a finding by a DHO that a prohibited act occurred. However, GCT cannot be disallowed for misconduct that occurred after the evaluation period.

E. Questions concerning the disallowance of good conduct time credits are to be directed to the Regional Inmate Systems Administrator or to the Regional Counsel.

VISITING RULES AND REGULATIONS

1. It is the policy of this institution to

provide visiting facilities and procedures that will encourage wholesome and meaningful visits with relatives, friends, groups, etc. Visits are stressed as an important factor in maintaining the morale of each inmate and motivating him toward positive personal interactions. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as set forth in the following paragraphs.

2. Social visits are permitted from 8:00 a.m. to 3:15 p.m., Thursday thru Monday and Holidays. There is no visiting at the institution on Tuesday and Wednesday. Each inmate will be allowed to receive a total of ten visiting points a month. An inmate's immediate family; mother, father, stepparents, foster parents, brothers, sisters, wife and children, are routinely approved as visitors. Each inmate is responsible for obtaining Unit Team approval for prospective visitors.

3. At the present time, our visiting facilities are limited; therefore, it may become necessary to limit visits due to these facilities becoming overcrowded. When overcrowded conditions exist, visits will be terminated based upon equal consideration of: Those who have visited the most frequently - those who reside in the Tri-State Area - those who have visited for the longest period of time. Visiting may also be

terminated because of institution emergencies and improper conduct by the inmate or his visitor. Limitations on the length or frequency of visits may be imposed when these visits interrupt the continuity of an inmate's program.

4. Embracing and kissing as a greeting or farewell is permitted within the limits of acceptable conduct upon arrival and departure of visitors. When continued intimacy occurs throughout the visit, the visit may be terminated due to this unacceptable conduct. It should be noted that when the visit is terminated due to unacceptable conduct, the inmate will receive an incident report and face possible disciplinary action.
5. All monies, packages, gifts and pictures must be received by the inmate through the institutional mail system. None of the above will be given by the inmate to his visitors. None of the above will be accepted by the Visiting Room Officer, nor through the Visiting Room.
6. Prospective visitors under the age of 16 must be accompanied by a parent, legal guardian or a member of their immediate family who is at least 18 years of age; or have written consent from a parent, legal guardian or member of their immediate family prior to the visitation. Each adult visitor, 16 years of age and older, will be required to provide proof of their identity to the Front Entrance Officer in the form of picture identification. Adult visitors will be required to sign information forms indicating their name, complete

address, inmate being visited, and acknowledging their awareness and understanding of possible penalties for violation of visiting regulations and/or the introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of Federal Law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or fine.

7. The Visiting Room Officer is responsible for supervising the visits and recognizing the fact that we have many age groups of visitors from young children to senior citizens; the best interest of a wide variety of citizens must be considered in setting standards on attire. Visitors are expected to use good judgement and taste in their dress. Persons who come immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts or loose fitting "Bermuda-type" shorts must be at least knee length. No portion of the breasts may be exposed. The wearing of T-shirts or other form-fitting clothes by female visitors without bras is also prohibited.

Prohibited clothing items include, but are not limited to: see-through; fishnet; form-fitting (Lycra or Spandex); low-cut, backless, sleeveless, or strapless blouses and/or dresses; athletic shorts; halter tops; swimwear; clothing which exposes the midriff portion of the body;

ripped or torn jeans; and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited.

Tight, provocative dress is not acceptable at any time in the Visiting Room. Questionable attire will be clarified by the Operations Lieutenant and/or the Institution Duty Officer.

8. Visitors are to have and maintain complete control of their children while in the Visiting Room or on institutional property. Limitations may be necessary when an inmate has a large number of regular approved visitors living in the vicinity of the institution. The maximum number of persons who may visit an inmate at one time is four; but these regulations may be interpreted flexibly within the guidelines of preventing overcrowding in the Visiting Room or preventing difficulty in supervising a visit, except on weekends and holidays when this will be strictly adhered to.
9. It is permissible for the visitor to give the inmate any item from the vending machine to be consumed while on a visit. Each inmate will assume reasonable responsibility for proper conduct during visits with as much control of his visitors' conduct as may be expected of him. Each inmate and his visitors are expected to maintain a safe and sanitary visiting area. The use of cameras or recording equipment without written consent of the Warden is strictly

prohibited. No cell phones or pagers will be allowed. Documents or papers will not be examined or signed in the Visiting Room without the approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel rooms prior to coming to the institution. Additionally, personal photographs, makeup containers, chewing gum and mints will be prohibited. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate and possible legal proceedings against the visitor.

10. It should be noted that in a situation where a visitor is suspected of attempting to introduce contraband onto institutional property or into the institution, that visitor is subject to a detailed search of their person.
11. The television in the Visiting Room is for the children; the Visiting Room Officer will control the volume and channel, and ensure that the programming is suitable for their viewing. Disputes over programming will be settled by the Visiting Room Officer.
12. Visitors are prohibited from bringing animals onto institution grounds unless the animal is

needed to assist a disabled person.

13. There is **NO SMOKING** allowed in the Visiting Room.

TRANSPORTATION INFORMATION FOR VISITORS

To facilitate transportation for visitors to the institution, there are the following taxi companies:

Yellow Cab Company

1945 Greenup Avenue
Ashland, Kentucky 41101
Phone: (606) 324-3286

Flatwoods Veteran Cab Co

350 Bellefonte Road
Russell, Kentucky 41139
Phone: (606) 836-3613

These taxi companies are considered very reasonable in this area and can accommodate all visitors from any public transit terminal. These companies will also assist in transportation to the institution and because of this institution's location, this is the only transportation to the front door.

HOTEL/MOTEL ACCOMMODATIONS

There are several hotels and motels within a close area to the institution.

Budget Inn Express

3466 13th Street
Ashland, Kentucky 41102
Phone: (606) 325-8461
(approximately 4 miles from the institution)

Knights Inn

7216 U.S. Route #60
Ashland, Kentucky 41101
Phone: (606) 928-9501
(approximately 1.5 miles from the institution)

Ashland Plaza Hotel

One Ashland Plaza
Ashland, Kentucky 41101
Phone: (606) 329-0055
(approximately 6 miles from the institution)

Days Inn

12700 State Route #180
Ashland, Kentucky 41102
Phone: (606) 928-3600
(approximately 7 miles from the institution)

Deans Inn

539 W. Summit Road
Ashland, KY 41102
(606) 929-9005

Fairfield Inn

10945 U.S. Rt. 60
Ashland, KY 41102
(606) 928-1222

Hampton Inn

1321 Cannonsburg Road
Ashland, KY 41102
(606) 928-2888

AIRPORTS

The Huntington Tri-State Airport is the only airport that is located in a close

distance to the Federal Correctional Institution, Ashland, Kentucky. This airport, located approximately 10 miles from the institution, is located in Huntington, West Virginia. Most major airlines access this airport

Huntington Tri-State Airport

1449 Airport Road
Huntington, West Virginia
Phone: (304) 453-6165

For information regarding flights and schedules, contact the Huntington Tri-State Airport.

staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualifications of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

SPECIAL MAIL FROM ATTORNEYS

TO THE INMATE: It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney.

TO THE ATTORNEY: The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau Policy requires that you adequately identify yourself as an attorney on the envelope be marked "Special Mail Open Only in Presence of the inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provide the correspondence has this marking, Bureau

DIRECTIONS TO FEDERAL CORRECTIONAL INSTITUTION

ASHLAND, KENTUCKY

FROM OHIO:

After crossing the bridge into Ashland, you will be on 12th Street. Follow 12th Street for six blocks until it merges with 13th Street which is U.S. 60 West.

Continue West on U.S. 60, (13th Street) until you leave the city.

Approximately three miles out of town, you will see the Kentucky State Police Barracks on the right and at the intersection of U.S. 60 and KY 716. Other landmarks include a Speedway Gas Station and a McDonalds Restaurant.

Turn right on KY 716 and go about 3/4 mile to a four-way stop. Do not go straight at the stop, take the right-hand turn. You will see the institution. Make the first immediate left into the institution parking lot.

FROM WEST VIRGINIA:

Follow I-64 West to Exit 185 (Cannonsburg, KY 180). Turn right at the end of the exit and proceed approximately 5.5 miles (seven traffic lights from the interstate).

At the seventh traffic light, turn left at the intersection of U.S. 60 and Summit Road. Landmarks at that intersection include the Fannin Lincoln Mercury Toyota Scion Hyundai Car Dealership and Knight's Inn and Boyd County Middle School.

Turn left on Summit Road and go about 3/4 mile to a four-way stop. Go straight at the four-way stop, You will see the institution. Make the first immediate left into the institution parking lot.

FROM KENTUCKY:

Follow I-64 East to Exit 185 (Cannonsburg, KY 180). Turn left at the end of the exit and proceed approximately 5.5 miles (seven traffic lights from the interstate).

At the seventh traffic light, turn left at the intersection of U.S. 60 and Summit Road. Landmarks at that intersection include the Fannin Lincoln Mercury Toyota Scion Hyundai Car Dealership and Knight's Inn and Boyd County Middle School.

Turn left on Summit Road and go about 3/4 mile to a four-way stop. Go straight at the four-way stop, You will see the institution. make the first immediate left into the institution parking lot.

If you encounter problems, call the institution for directions: (606) 928-6414

Inmate Mailing Address:

Federal Correctional Institution

P.O. Box 6001

Ashland, KY 41105

Telephone Number: (606) 928-6414

NOTICE TO ALL INMATES

The Federal Bureau of Prisons has centralized the process of all incoming inmate funds. This required the establishment of a national Lockbox location. All funds being sent to inmates at FCI Ashland, Kentucky must be sent to the National Lockbox location at the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Inmate Register Number
Post Office Box **474701**.
Des Moines, Iowa 50947-001

The Institution mail room at FCI Ashland, Kentucky will not accept funds received from outside the institution. Any funds received will be returned to sender with the specific instructions on how to send the funds to the National Lockbox mailing address (above) and adhere to the following instructions:

Instruct them ***NOT*** to enclose personal checks, letters, pictures, or any other items in the envelope. Enclose only allowable negotiable instrument. The National Lockbox can not and will not forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders, US treasury, state and local government checks; any foreign negotiable instruments payable in US currency; and envelopes.

Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they can not be posted to the inmate's account.

All funds received will be processed within 24 hours, so inmate families and friends may need to allow for additional mail time to Des Moines, Iowa. Funds received on Friday will be posted Saturday. Inmate will be able to check their commissary account at the Automated Inquiry Machine (AIM) to verify receipt of funds and by utilizing the Inmate Telephone System (ITS).

WESTERN UNION

INMATE NAME

INMATE REGISTER NUMBER #

CITY CODE = FBOP

STATE CODE = DC

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